



**KENTUCKY DEPARTMENT OF EDUCATION**  
CAPITAL PLAZA TOWER • 500 MERO STREET • FRANKFORT, KENTUCKY 40601

# MEMORANDUM

To: Kentucky Board of Education

From: Michael Dailey, KHSAA Liaison

Date: October 28, 2004

Subject: Kentucky High School Athletics At-Large Nomination

The Kentucky Board of Education (KBE) has asked to establish a written process for identification, recommendation, and selection of At-Large members appointed to the Kentucky High School Athletic Association Board of Control. The attached information provides an overview of the Board of Control membership criteria and the suggested process leading to selection of At-large candidates.

This draft process may be reviewed and discussed at the November 3 meeting and/or December meeting of the KBE. Then at the February KBE meeting it is expected that an approved process will have been implemented resulting in the KBE considering action to appoint someone to the KHSAA Board of Control.

c: Gene Wilhoit  
Mary Ann Miller  
Kevin Noland

attachment

### **KHSAA Board of Control Representation**

As indicated in the Constitution of the Kentucky High School Athletic Association, eight Board of Control members shall be elected by a vote of the Principals or Designated Representatives of member schools in each section to serve as sectional Board of Control members. A section is defined as the combination of two contiguous regions as defined by the KHSAA alignment in basketball. Terms of these Sectional Board of Control members shall be staggered so that two are elected each year. One African-American shall be elected by Principals or Designated Representatives from the regions 1 through 8 and one African American shall be elected by Principals or Designated Representatives from regions 9 through 16 to serve as Designated members of the Board of Control. One female shall be elected by Principals or Designated Representatives from regions 1 through 8 and one female shall be elected by Principals or Designated Representatives from regions 9 through 16 to serve as designated members of the Board of Control.

### **KHSAA Board of Control At-Large Representation**

The Constitution of the Kentucky High School Athletics Association states that four at-large members of the Board of Control are to be appointed by the Kentucky Board of Education. These members are to be at-large appointments recommended by the Commissioner of Education. These appointees shall not be an employee of any member school or its central administration, or the administration of the Kentucky Department of Education. At least one of these appointees shall be an African American and one shall be a female. Terms of the at-large members are to be staggered so that one is appointed each year. Members of the Board of Control shall serve a four-year term unless they are filling an unexpired term created by death or resignation of a member, in which case the balance of the remaining term is the term in office. The term year for the Board of Control is July 1 through June 30. No member is eligible to serve more than two consecutive complete four-year terms with no further limits as to lifetime eligibility.

### **Procedure for KHSAA Board of Control At-large Nomination and Recommendation**

- A press release from the Commissioner of Education will be sent notifying the public of this service opportunity. The role, responsibilities and submission criteria (see below) of the At-large position will be outlined in the communication.
- Candidates for consideration of the Kentucky High School Athletics Association must submit a letter, resume and a minimum of two written letters of recommendation.
- A period of not more than ten days from the formal announcement will be provided for identifying candidates.
- Nominations may come from a variety of sources including members of the Kentucky Board of Education or the individual seeking the nomination. All nominations will be submitted to the KDE KHSAA liaison.
- The KDE KHSAA liaison will review all submissions to determine whether the minimum criteria have been met (for criteria see “KHSAA Board of Control At-Large Representation” above).
- The Commissioner of Education will consider the qualified candidates and may choose to conduct interviews. The Commissioner will submit to the Kentucky Board of Education information about each qualified candidate, as well as his recommendation.

**Process of Approval by the Kentucky Board of Education**

- The Management Committee of the Kentucky Board of Education will review the recommendation from the Commissioner, including any supporting documentation.
- The Management Committee will make a recommendation to the full board, either adopting or declining to adopt the recommendation. An appointment as an at-large member of the KHSAA Board of Control is effective according to action taken by the KBE.